

## WEB SERVICES Instructions and Worksheet



### *Department of Information Technology*

The following worksheet is intended to assist agencies in estimating the cost of establishing and maintaining e-mail and web services accounts. The Web Services Unit is a full function ISP providing e-mail, web hosting and development, and server hosting to State agencies. Please contact the Department of Information Technology's (DoIT's) Web Services Unit for assistance in determining the level of services that will best suit your agency needs.

In all categories, fill in the number of units your agency will require in FY04 and FY05. Multiply the number in each fiscal year with the unit cost and place that sum in the Total Cost column for the respective fiscal year. The total from the worksheet should be placed in Category 26 under the proper general ledger number, maintenance or enhancements, as explained in the Budget Instructions.

If you require help in establishing a configuration for your agency's needs, contact **DoIT's Web Services Unit at 775-684-5800**. Please note that any project exceeding **\$1,000** in estimated cost will require submission of a **Technology Improvement Request (TIR)**.

**State E-Mail Services** - By utilizing a state e-mail account agencies have access to the following services: Shared Calendaring, State-wide Global Address Book, Instant Messenger, Video Conferencing, E-Mail Virus Scanning, Access to State-wide Public Folders and Online Web Access. There is no minimum on the number of e-mail accounts you may have and resources such as conference rooms and equipment may be given calendars so the scheduling of those items may be managed online. The figure you place in the number column should include all mailboxes, global distribution lists and office resources.

**Web Hosting** - Website hosting is comprised of a website URL, the number of sessions the website is accessed and the disk space utilized on the web server. Web Hosting charges include development, maintenance and upkeep of the website by the Web Services Unit of DoIT.

**Server Hosting** - Unit cost reflects monthly charge per server, which includes server maintenance and troubleshooting, configuration and installation, software migration and upgrades (after you provide the new software), hardware repairs for parts which are under warranty or which you have purchased. The server will be placed on the State Facility Uninterruptible Power Supply (UPS) and will be included in the Web Services Disaster Recovery and Contingency Plans. Backups will be provided nightly and we will purchase tapes and provide off-site storage providing you use a tape system recommended by the Web Services unit. We include the server in our Security Scanning and Intrusion Detection System and update all service packs and patches.

**Training** - The Web Services unit provides training in the use of the State E-Mail system, Web Development and the Microsoft Office Suite. Please contact the Web Services Unit for more information at 684-5800.

**Server Quotes** - Please contact the Web Services Unit at 684-5800 if you are planning on purchasing a server to go into the State Server Farm.

**Totals** - Total of dollars for each fiscal year to be placed in Category 26 of your agency budget.

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BUDGET CATEGORY	NUMBER		UNIT COST	TOTAL COST	
	FY04	FY05		FY04	FY05
E-mail Accounts					
Per Account/Month			\$4		
Web Site URLs					
Per URL/Month			\$64		
Web Site Sessions			See Below		
Per Month					
Web Site Storage			See Below		
Per Month					
Training					
Per Day			\$544		
Server Hosting					
Per Server/Month			\$910		

<b>Web Site Sessions</b>	<b>Current Monthly Rate</b>
<b>1 - 100</b>	<b>\$6.25</b>
101 – 1000	<b>\$56.50</b>
1001-5000	<b>\$308.00</b>
5001-20,000	<b>\$1,250.25</b>
20,001-50,000	<b>\$3,135.00</b>
50,001-80,000	<b>\$5,020.00</b>

<b>Web Site Storage</b>	<b>Current Monthly Rate</b>
<b>1 – 10 mB</b>	<b>\$6.00</b>
<b>11 mB - 50 mB</b>	<b>\$ 24.00</b>
<b>51 mB - 500 mB</b>	<b>\$293.00</b>
<b>501 mB - 2 gB</b>	<b>\$1,220.00</b>

Prepared By (Please Print)			
<b>Name:</b>		<b>Date</b>	
<b>Title</b>		<b>Phone</b>	
<b>Signature</b>			
<b>Agency</b>			

**DoIT Review/Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_